

**EPPING FOREST DISTRICT COUNCIL**  
**EPPING FOREST DISTRICT (OFF-STREET PARKING PLACES) ORDER 2018**

Epping Forest District Council ("the Council") in exercise of its powers under sections 32, 33 and 35 and Part IV to Schedule 9 of the Road Traffic Regulation Act 1984 ("the 1984 Act") and of all other powers enabling it in that behalf and with the consent of the Essex County Council and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby make the following Order:-

**PART 1**  
**GENERAL**

Commencement and Citation

1. This Order shall come into operation at 00.01 hours on 29 October 2018 and may be cited as the Epping Forest District (Off-Street Parking Places) Order 2018 hereinafter referred to as "this Order"

Revocations

2. The following Orders are hereby revoked.  
  
Epping Forest District (Off-Street Parking Places) Order 2017

Definitions and Interpretation

3. (1) In this Order the following expressions have the meanings assigned to them except where the context requires otherwise:

"Authorised Officer" means a person authorised (by name or designation or both) in writing by the Chief Executive or any Director (or equivalent) of the Council;

"Blue Badge" means any badge issued, or having effect as if issued, under any regulations for the time being in force under section 21 of the Chronically Sick and Disabled Persons Act 1970

"Business Parking Permit" means a permit issued under the provisions of Article 14(5) of this Order;

"Business Parking Permit Holder" means a person to whom a Business Parking Permit has been issued under the provisions of Article 14(5) of this Order;

"Business User" means a person who is either an employer or employee of a company or other body corporate that carries out business at or provides a service from any premises the postal address of which is within the following –

- (a) The Broadway, Loughton, the length which lies between its junction with Rectory Lane and its junction with Burton Road; or
- (b) Burton Road, Loughton; or
- (c) Nos. 2 to 18 (even) Torrington Drive, Loughton;

"Charging Hours" means the period of time specified in column 5 of Schedule 2 of this Order during which a Vehicle may be left in the Parking Place specified in column 1 of that Schedule in relation to that period of time, subject to the provisions of this Order;

"Civil Enforcement Officer" has the same meaning as Section 76 of the Traffic Management Act 2004;

"Commercial Parking Permit" means a permit issued under the provisions of Article 21 of this Order;

"Driver" in relation to a Vehicle in a Parking Place means the person driving or having control or charge of the Vehicle, or the person having driven or having had control or charge of the Vehicle at the material time; or in the case of a trailer means the person who was driving the vehicle which towed the trailer into the parking place at the time it entered the parking place

"Goods Vehicle" and "Heavy Commercial Vehicle" has the same meaning as in Section 138 of the Road Traffic Regulation Act 1984

"Invalid carriage or disabled persons vehicle" has the same meaning as that set out in Section 136(5) of the 1984 Act;

"Mobile Telephone (virtual) Payment" means the purchase of a period of parking by using a mobile telephone to facilitate a cashless and ticketless parking transaction using the system operated by the Council.

"Motor cycle" means a mechanically propelled Vehicle not being used as an Invalid Carriage with less than four wheels and the weight of which unladen does not exceed 410 kilograms as provided for by Section 253(4) of the Road Traffic Act 1960;

"No Return" means no return of a Vehicle to a given Parking Place within a specified period;

"Owner" has the same meaning as section 92 of the 2004 Act

"Parking Bay" means an area contained within a Parking Place delineated by white markings to indicate the position in which a Vehicle may be parked;

"Parking Permit", without more, means either a Resident Parking Permit or a Business Parking Permit;

"Parking Permit Holder", without more, means either a Resident Parking Permit Holder or a Business Parking Permit Holder;

"Parking Place" has the same meaning as that set out in Section 32(4)(b) of the 1984 Act;

"Pay and Display machine" – means a car-parking system in which a motorist buys a ticket to park for a specified period from a coin-operated machine and displays the ticket on or near the windscreen of his or her car so that it can be seen by a Civil Enforcement Officer

"Pay and Display Parking Place" means a Parking Place specified in column 1 of Schedule 2 of this Order in which a Driver must follow the procedure as stipulated in Articles 12 to 20 of this Order unless the vehicle displays a valid Resident Parking

Permit or a valid Business Parking Permit or a valid Visitors Parking Permit in accordance with the exemptions specified in Article 12(2)(d) or (e) of this Order; (2007 Order)

"Permit Only Parking Place" means a Parking Place specified in column 1 of items 19, 20, 21 and 22 of Schedule 2 of this Order;

"Penalty Charge" has the same meaning as in Section 92 of the 2004 Act and set at Band 2 in the regulations for the time being in force under Section 77 and Schedule 9 of the 2004 Act as published from time to time and is an additional amount to pay regardless of the period for which a vehicle is left

"Public Service Vehicle" has the same meaning as the definition in Section (1) of the Public Passenger Vehicles Act 1981.

"Registered Keeper", in relation to a Vehicle, means the person in whose name the Vehicle is registered under the provisions of the Vehicle Excise and Registration Act 1994;

"Resident" means a person whose usual place of abode is at premises the postal address of which is within the following -

- (a) Nos. 11 to 77A (odd) and Nos. 12 to 82A (even) The Broadway, Loughton; or
- (b) Nos. 2 to 18 (even) Torrington Drive, Loughton.
- (c) Torrington Drive and Torrington Gardens

"Resident Parking Permit" means a permit issued under the provisions of Article 14(4) of this Order;

"Resident Parking Permit Holder", means a person to whom a permit has been issued under the provisions of Article 14(4) of this Order;

"Season Ticket" means a Season Ticket issued pursuant to Article 7 of this Order and includes a Season Ticket issued to a Blue Badge Holder;

"Season Ticket or Limited Waiting Parking Place" means a Parking Place in which a Driver must either display a valid Season Ticket or not wait in that Parking Place for more than the maximum period as stipulated in Schedule 1 to this Order;

"Tariff" means the parking charge rates applicable in the relevant car park as shown in Column 3 of Schedule 3 to this order and as related to the cars parks in Schedule 2 to this order.

"Trailer" means a non-powered vehicle designed or capable of being drawn or drawn by a motor vehicle as provided for in Section 136(1) of the 1984 Act;

"Vehicle" has the same meaning as that assigned to "motor vehicle" in section 136(1) of the 1984 Act.

"Visitor" means a person who is visiting a Resident and who has obtained a Visitors Parking Permit from and with the permission of that Resident;

"Visitors Parking Permit" means a visitor's permit issued under the provisions of Article 18(3) of this Order;

(2) Except where the context otherwise requires, references in this Order to Articles and Schedules are references to Articles of and Schedules to this Order;

(3) The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

(4) Any reference in this Order to any enactment, shall be construed as a reference to that enactment as amended by any subsequent enactment.

## **PART 2**

### **USE OF A PARKING PLACE AND CONDITIONS OF USE**

#### Parking Places

4. Each of the Parking Places specified in Column (1) of Schedule 2 of this Order may be used, subject to the provisions of this Order, for the parking of classes of Vehicles specified in Column (3); days of operation specified in Column (4) and maximum duration of stay specified in Column (5) of Schedule 2 of this Order.

#### Payment of Parking Charges

5. The driver of the vehicle shall immediately upon first parking in any of the parking places referred to in Schedule 2 to this order pay the appropriate charge in accordance with the tariff specified for that car park in Schedule 3 to this order unless the driver is the holder of a valid season ticket, business parking permit, parking permit; blue badge holder or owner of a solo motor cycle parking within the bay specified for that class of vehicle.
6. The charges referred to in article 5 above and specified in Schedule 3 to this order shall be payable by insertion of appropriate payment into the pay and display machine provided within that Pay and Display Parking Place or by completing the payment of those charges by Mobile Telephone (or virtual) Payment or by credit card or cashless technology payment where made available by the Council.
7. Tickets purchased from a pay and display machine must be displayed in a conspicuous and visible on the vehicle so that in every case full details of the ticket are visible to inspection from outside the vehicle.

#### Position and/or class of Vehicles

8. (1) Where in Schedule 2 to this Order a Parking Place is described as available for Vehicles in specified positions and/or of a specified class, the Driver of a Vehicle:
  - (i) shall not cause it to wait or to be left in that Parking Place unless it is of the class and in that position so specified. For the avoidance of doubt this means either wholly within a marked parking bay or a vehicle of a specified class in a parking bay designated as being for the use of that specified class of vehicle.;
  - (ii) if of the specified class, shall permit it to wait or to be left only in such position or positions as may be required by a Civil Enforcement Officer or other officer as authorised by the Council;
- (2) Vehicles, other than a Goods Vehicle waiting in accordance with the provisions of Article 12(2)(g) of this Order, must be wholly parked within the Parking Bays. (2007 Order);

(3) Where within a parking place a bay is marked as a disabled parking area or bay the Driver of a Vehicle shall not cause it to remain in that Parking Place unless it is displaying a valid blue badge.

(4) the Driver of a Vehicle shall not cause an obstruction to the free flow of traffic in and out of a parking place.

(5) Where within a Parking Place a Parking Bay or other area is marked for the use of solo motor cycles only, no person shall cause or permit any Vehicle other than a solo motor cycle to park in that Parking Bay or other area.

#### Maximum Period for which a Vehicle may be left

9. (1) On the days and within the hours upon which the Parking Place is regulated as stipulated in Columns 4 and 5 of Schedule 2 to this Order, the Driver of a Vehicle shall not cause it to remain in such Parking Place for longer than the maximum period permitted applying to such Parking Place as stipulated in Column 5 of Schedule 2 to this Order.

#### Season Tickets

10. (1) The Council may at its discretion issue Season Tickets for use at any Parking Place. The charge for such tickets is as stipulated in Schedule 3 to this Order and shall be payable in advance.
- (2) The Council may at its discretion provide a duly appointed agent with Season Tickets for issue to such persons, firms or companies in respect of such car parks as the Council may specify and upon such terms and conditions as may be agreed between the Council and such agent.
- (3) A Season Ticket may be used only:
- (a) by the person to whom it is issued; or
  - (b) in the case of a ticket issued to a firm or company for the use of a named employee, by that employee; or
  - (c) where the Council have agreed in writing that some other person other than a person mentioned in (a) or (b) of this paragraph may use the Season Ticket, by that other person; and
  - (d) in respect of the Vehicle or one of the Vehicles for which it is issued.
- (4) No person shall use a Season Ticket otherwise than in accordance with this Order, the conditions set out in the Council's application form and any conditions set out on the Season Ticket.
- (5) No season ticket shall be issued which, in the opinion of the Council, are to be used for commuter parking.
- (6) Any Season Ticket issued by the Council remains the property of the Council and is non-transferable.

#### Season Ticket or Limited Waiting Parking Places

11. (1) The Driver of a Vehicle, who has been issued with a valid Season Ticket in accordance with Article 10, shall display that Season Ticket in a prominent position within that Vehicle such that the said Season Ticket can be read in its entirety from outside the Vehicle.
- (2) If the Driver of a Vehicle does not have a Season Ticket for a particular Parking Place, that Driver shall not allow that Vehicle to wait beyond the maximum period permitted as stipulated in Column 5 of Schedule 2 to this Order.

#### Pay and Display Parking Places

12. (1) Save as provided for in Article 12(2), no Vehicle shall be left in a Pay and Display Parking Place unless displaying, a valid parking ticket.
- (2) The following exemptions apply in relation to Article 12(1) in the specified circumstances:
- (a) the Driver of a Vehicle, displaying in a prominent position a valid Season Ticket, issued in accordance with Article 10 for a particular Pay and Display Parking Place, within the said Vehicle such that it can be read in its entirety from outside the Vehicle;
  - (b) the Driver of a Vehicle validly displaying a valid Blue Badge parking in that Pay and Display Parking Place;
  - (c) the Driver of a Motor cycle parking in that Pay and Display Parking Place.
  - (d) a vehicle left wholly within a marked parking bay in the denoted Free Short Stay Section of the Quaker Lane Car Park as specified (the area shown bounded by a green line) in Schedule 4 to the order and is left within the period specified in Column 5 to Schedule 2 to the Order
  - (e) a Vehicle left in a Parking Place specified in column 1 of item 19, 20, 21 and 22 of Schedule 2 of this Order or in the part of the Parking Place specified in column 1 of item 12(a) of that Schedule, provided the Vehicle displays either-
    - (i) a valid Resident Parking Permit or a valid Business Parking Permit in a prominent position so that all the particulars referred to in Article 19 of this Order are readily visible from outside the vehicle;
    - (ii) a valid Visitors Parking Permit in a prominent position so that all the particulars referred to in Article 18(6) of this Order are readily visible from outside the vehicle;
  - (f) a Vehicle left in the part of the Parking Place referred to in column 1 of item 11(b) of Schedule 2 of this Order, provided the Vehicle displays a valid Business Parking Permit in a prominent position so that all the particulars referred to in Article 19 of this Order are readily visible from outside the vehicle;
  - (g) a Goods Vehicle waiting in the part of the Parking Place referred to in column 1 of item 11(b) of Schedule 2 of this Order, for the purposes of the continuous



transfer of heavy or bulky goods from that vehicle to premises adjacent to that vehicle or from those premises to that vehicle;

(3) The Driver of a Vehicle left in a Pay and Display Parking Place shall, subject to that which is provided for in Article 12(2), pay the appropriate charge as stipulated in Schedule 3 to this Order by inserting the correct money in the ticket machine provided in the Pay and Display Parking Place.

#### Permit Only Parking Places

13. (1) Save as provided for in paragraph (2) of this Article, at all times during which a Vehicle is parked in a Permit Only Parking Place there shall be displayed either:

(a) a valid Resident Parking Permit or a valid Business Parking Permit in a prominent position so that all the particulars referred to in Article 19 of this Order are readily visible from outside the vehicle; or

(b) a valid Visitors Parking Permit in a prominent position so that all the particulars referred to in Article 18(7) of this Order are readily visible from outside the vehicle.

(2) The following exemptions apply in relation to paragraph (1) of this Article:

(a) a vehicle displaying a valid Blue Badge; or

(b) a motor cycle.

#### Application for and Issue of Resident Parking Permits or Business Parking Permits

14. (1) Any Resident who is:-

(a) the Registered Keeper of a Vehicle of the class specified in paragraph (6) of this Article; or

(b) a person who, in connection with their employment, has the private use of a Vehicle which falls within the above-mentioned class, and who changes such Vehicle with a frequency which the Council considers acceptable,

may apply to the Council for the issue of a Resident Parking Permit for the leaving of that Vehicle in a Parking Place specified in column 1 of item 19, 20, 21 and 22 of Schedule 2 of this Order or in the part of the Parking Place specified in column 1 of item 11(a) of that Schedule and any such application shall be made on a form issued by and obtainable from the Council and shall include the information required by such form and shall be accompanied by a remittance of such charge specified in Schedule 3 of this Order:

(2) Any Business User who uses a Vehicle of the class specified in paragraph (6) of this Article during the course of the business carried out or the service provided by the company or other body corporate of which they are an employer or employee, may apply to the Council for the issue of a Business Parking Permit for the leaving of that Vehicle either in a Parking Place specified in column 1 of item 19, 20, 21 and 22 of Schedule 2 of this Order or in the part of the Parking Place specified in column 1 of item 11(b) of that Schedule and any such application shall be made on a form issued by and obtainable from the Council and shall include the information required by such form and shall be accompanied by a remittance of such charge specified in Schedule 3 of this Order.

(3) The Council may at any time require an applicant for a Resident Parking Permit or a Business Parking Permit to produce to a Civil Enforcement Officer; an authorised officer of the Council, or persons or organisations duly authorised by the Council, such evidence in respect of an application for such a Parking Permit made to them as they may reasonably require to verify any particulars or information given to them or in respect of any such Parking Permit issued by them as they may reasonably require to verify that the Parking Permit is valid. In respect of a Resident Parking Permit this information may include tenancy agreements or similar documents to establish, in respect of a house in multiple occupancy, how many separate households exist.

(4) On receipt of an application for a Resident Parking Permit made under the foregoing provisions of this Article and of the appropriate charge specified in Schedule 3 of this Order, the Council upon being satisfied that the applicant is either a Resident or a visitor of a Resident being their relative or carer, and is either:-

(a) the Registered Keeper of a Vehicle of the class specified in paragraph (6) of this Article; or

(b) a person who meets the requirement of paragraph (1)(b) of this Article,

shall issue to that applicant a Resident Parking Permit for the leaving during the Charging Hours either in any Parking Place specified in column 1 of item 19, 20, 21 and 22 of Schedule 2 of this Order or in the part of the Parking Place specified in column 1 of item 11(a) of that Schedule, of the Vehicle to which such Resident Parking Permit relates by the owner of such Vehicle or by any person using such Vehicle with the consent of the owner other than a person to whom such Vehicle has been let for hire or reward and any such Resident Parking Permit so issued shall remain the property of the Council at all times.

(5) On receipt of an application for a Business Parking Permit made under the foregoing provisions of this Article and of the appropriate charge specified in Schedule 3 of this Order, the Council upon being satisfied that no other such permit which remains valid has been issued under the provisions of this Order in respect of that Vehicle and that the applicant is a Business User and is either:-

(a) the Registered Keeper of a Vehicle of the class specified in paragraph (6) of this Article; or

(b) a Business User who meets the requirement of paragraph (2) of this Article,

shall issue to that applicant a Business Parking Permit for the leaving during the Charging Hours in any Parking Place specified in column 1 of item 19, 20, 21 and 22 of Schedule 2 of this Order, of the Vehicle to which such Business Parking Permit relates by the Owner of such Vehicle or by any person using such Vehicle with the consent of the Owner other than a person to whom such Vehicle has been let for hire or reward and any such Business Parking Permit so issued shall remain the property of the Council at all times.

(6) For the purposes of paragraphs (1)(a) and (2) of this Article, the Vehicle must be of the following class, that is to say a Motor car without a trailer, a Motor cycle with a side car or an Invalid Carriage which is of such a width that it is able to stand wholly within the limits of a Parking Bay.

(7) The maximum number of Resident Parking Permits that may be issued shall be three permits per residential address specified on any application form for such permits.



### Surrender, Withdrawal and Validity of Parking Permits

15. (1) A Parking Permit Holder may surrender a Parking Permit to the Council at any time and shall surrender a Parking Permit to the Council on the occurrence of any one of the events set out in paragraph (3) of this Article and upon such surrender the Council shall make a refund on the basis of one twelfth of the year's fee for each complete unexpired month of the Parking Permit, less any administration charge.
- (2) The Council may, by notice in writing served on the Parking Permit Holder by sending the same by the recorded delivery service to the Parking Permit Holder at the address shown by the person on the application for the Parking Permit or at any other address believed to be that person's place of abode, withdraw a parking permit if it appears to the Council that any of the events set out in paragraphs (3)(a), (b), (c) or (g) of this Article has occurred and the Parking Permit Holder shall surrender the Parking Permit to the Council within 48 hours of the receipt of such notice.
- (3) The events referred to in the foregoing provisions of this Article are:
- (a) a Resident Parking Permit Holder ceasing to be a Resident or a Business Parking Permit Holder ceasing to be a Business User;
  - (b) the Parking Permit Holder ceasing to be the owner of the vehicle in respect of which the Parking Permit was issued;
  - (c) the Vehicle in respect of which a Parking Permit was issued being adapted or used in such a manner that it is not a Vehicle of the class specified in Article 14(6);
  - (d) the withdrawal of such permits by the Council under the provisions of paragraph (2) of this Article;
  - (e) the issue of a duplicate Parking Permit by the Council under the provisions of Article 16 of this Order;
  - (f) the Parking Permit ceasing to be valid pursuant to the provisions of paragraph (4) of this Article;
  - (g) the Parking Permit Holder failing to satisfy the Council upon demand as to his or her continued eligibility to be a Parking Permit Holder.
- (4) Without prejudice to the foregoing provisions of the Article, a Parking Permit shall cease to be valid at midnight on the expiry date specified thereon or on the occurrence of any one of the events set out in paragraph (3) of this Article, whichever is the earlier.
- (5) Where a Parking Permit is issued to any person upon receipt of a cheque and the cheque is subsequently dishonoured the Parking Permit shall cease to be of any effect and the Council shall by notice in writing served on the person to whom such Parking Permit was issued by sending the same by the recorded delivery service to the Parking Permit Holder at the address shown by that person on the application for the Parking Permit or at any other address believed to be that person's place of abode, require that person to surrender the Parking Permit to the Council within 48 hours of the receipt of the aforementioned notice.
- (6) Where a Parking Permit is surrendered pursuant to paragraph (3)(e) of this Article and a new Parking Permit is issued at the same time, the new Parking Permit

issued will expire on the same date that the surrendered Parking Permit was due to expire.

#### Application for and Issue of Duplicate Parking Permits

16. (1) If a Parking Permit is mutilated or accidentally defaced or the figures or particulars on it have become altered by fading or otherwise, the Parking Permit Holder shall surrender it to the Council and may apply to the Council for the issue to him or her of a duplicate Parking Permit and the Council, upon the receipt of the Parking Permit and if such receipt is accompanied by an application for a duplicate Parking Permit, shall issue a duplicate Parking Permit so marked and upon such issue the original Parking Permit shall become invalid.
- (2) If a Parking Permit is lost or destroyed, the Parking Permit Holder may apply to the Council for the issue to him of a duplicate Parking Permit and the Council, upon being satisfied as to such loss or destruction, and upon payment of the charge specified in Article 17(3) of this Order, shall issue a duplicate Parking Permit so marked.
- (3) The provisions of this Order shall apply to a duplicate Parking Permit and an application for a duplicate Parking Permit as if it were a Parking Permit or, as the case may be, an application therefore..

#### Amount of Charge for Resident Parking Permits, Business Parking Permits and Duplicates Thereof

17. (1) In connection with the issue of a Resident Parking Permit pursuant to Article 14(4) of this Order:-
- (a) a permit issued in respect a Vehicle shall be valid for a period of one year from the date of issue and up to a maximum of three permits shall be issued per residential property for use in respect of either a Parking Place specified in column 1 of item 19, 20, 21 and 22 of Schedule 2 of this Order or the part of the Parking Place specified in column 1 of item 11(a) of that Schedule;
- (b) the charge in respect of each Resident Parking Permit issued under Article 14(4) of this Order shall be as specified in Schedule 3 to this order.
- (2) The charge in connection with the issue of a Business Parking Permit pursuant to Article 14(5) of this Order shall be as specified in Schedule 3 to this order.
- (3) The charge in connection with the issue of a duplicate Resident Parking Permit or a duplicate Business Parking Permit pursuant to Article 16 of this Order shall be £5.00.
- (4) The Council may from time to time vary the above-mentioned charges by giving notice of such variation under section 35A of the Road Traffic Regulation Act 1984.

#### Visitors Parking Permits

18. (1) Any Resident may apply to the Council for the issue at any one time of a number of books of Visitors Parking Permits, such number to be determined by the Council from time to time, and any such application shall, if required by the Council, be made on a form issued by and obtainable from the Council and shall include the information required by such form and shall be accompanied by a remittance for such charge specified in paragraph (4) of this Article as is appropriate in respect of the number and type of Visitors Parking Permits for which application is being made.

(2) The Council may at any time require an applicant for a Visitors Parking Permit to produce to an Officer of the Council, or persons or organisations duly authorised by the Council, such evidence in respect of an application for Visitors Parking Permits made to them as they may reasonably require to verify any particulars or information given to them or in respect of any Visitors Parking Permit issued by them as they may reasonably require to verify residency.

(3) Upon receipt of an application made under the foregoing provisions of this Article and of the appropriate charge specified in paragraph (4) of this Article, the Council upon being satisfied that the applicant is a resident shall issue to that applicant one book of Visitors Parking Permits of the description contained in paragraph (7) of this Article and any such Visitors Parking Permits so issued shall remain the property of the Council at all times.

(4) The charge for the issue of Visitors Parking Permits shall be as specified in Schedule 3 to this Order (Note: The Council may from time to time vary the above-mentioned charges by giving notice of such variation under section 35A of the Road Traffic Regulation Act 1984).

(5) Where a book of Visitors Parking Permits is issued to any person upon receipt of a cheque and the cheque is subsequently dishonoured, the issued Visitors Parking Permits shall cease to be of any effect or shall cease to be capable of any effect, as the case may be, and the Council shall by notice in writing served on the person to whom such Visitors Parking Permit were issued by sending the same by the recorded delivery service to that person at the address shown by that person on the application for the Visitors Parking Permits of at any other address believed to be that person's place of abode, require that person to surrender the Visitors Parking permits to the Council within 48 hours of the receipt of the aforementioned notice.

(6) Each Visitors Parking Permit issued in accordance with paragraph (3) of this Article shall be for the leaving of a period as appropriate of either up to two hours; up to four hours; or over four hours - in any one day - during the Charging Hours in either a Parking Place specified in column 1 of items 19, 20, 21 and 22 of Schedule 2 to this Order or the part of the Parking Place specified in column 1 of item 11(a) of that Schedule, of a vehicle which:

(a) is a vehicle of the following class, that is to say a Motor Car without a trailer, a Motor cycle with a side car or an Invalid Carriage which is of such a width that it is able to stand wholly within the limits of a Parking Bay; and

(b) immediately prior to being left in that Parking Place or that part of the Parking Place, as the case may be, was used for conveying a bona fide Visitor to the usual place of abode of the Resident to whom the Visitors Parking Permit was issued.

(7) Before displaying a Visitors Parking Permit the person in control of the vehicle to which it is to be affixed shall ensure that the Visitors Parking Permit has been marked as required by the Council to show:

(a) an address to be shown thereon by which the resident to whom that Visitors Parking Permit was issued may be identified;

(b) the registration mark of the vehicle in respect of which the Visitors Parking permit has been issued;

(c) the date on which the Visitors Parking Permit is valid;

- (d) the time of arrival of the Vehicle in the Parking Place or part of the Parking Place referred to in paragraph (6) of this Article;
- (e) an authentication that the Visitors Parking Permit has been issued by the Council and relates to the Parking Place or part of a Parking Place in respect of which it has been issued.
- (8) A Visitors Parking Permit shall not be transferred from the Vehicle on which it is first displayed to any other Vehicle.
- (9) Visitors Parking Permits may be surrendered to the Council at any time and shall be surrendered to the Council on the occurrence of the event set in paragraph (11) of this Article. Upon such surrender, the Council shall not be obliged to make any refund.
- (10) The Council may by notice in writing served on the Resident who applied for the Visitors Parking Permits, by sending the same by the recorded delivery service to the Resident at the address shown by that person on the application for the Visitors Parking Permits or at any other address believed to be that person's place of abode, withdraw the Visitors Parking Permits if it appears to the Council that the event set out in paragraph 11 of this Article has occurred and the Resident shall surrender the Visitors Parking Permits to the Council within 48 hours of the receipt of such notice.
- (11) The event referred to in paragraph (9) and (10) of this Article is the holder of the Visitors Parking Permits ceasing to be a Resident or failing to satisfy the Council, upon demand, as to their continued eligibility for Visitors Parking Permits.

#### Form of Resident Parking Permits and Business Parking Permits

- 19. A Resident Parking Permit or a Business Parking Permit shall be in writing and shall include the following particulars:
  - (a) the registration mark of the Vehicle in respect of which the Parking Permit has been issued;
  - (b) the expiry date of the Parking Permit;
  - (c) an authentication that the Parking Permit has been issued by the Council and relates to the Parking Place or part of a Parking Place for which it is issued;
  - (d) the hours of the day between which and the days of the week upon which the Parking Permit is valid.

#### Limitation on Use of Resident Parking Permits, Business Parking Permits and Visitors Parking Permits

- 20. (1) A Resident Parking Permit or a Visitors Parking Permit issued under the provisions of this Order shall not be valid in any Parking Place other than a Parking Place specified in column 1 of items 19, 20, 21 and 22 of Schedule 2 of this Order or the part of the Parking Place specified in column 1 of item 11(a) of that Schedule.
- (2) A Business Parking Permit issued under the provisions of this Order shall not be valid in any Parking Place other than a Parking Place specified in column 1 of items 11(a), 11(b), 19, 20, 21 and 22 of Schedule 2 of this Order.

#### Commercial Permits

21. The Council may at its discretion provide a duly appointed agent with Commercial Permits for issue to such persons, firms or companies in respect of such car parks as the Council may specify and upon such terms and conditions as may be agreed between the Council and such agent, persons, firms or companies.
22. Commercial Permits will specify the areas of the parking place(s) to which the permit applies and to the extent to which penalty charges may apply under article 23.

#### Penalty Charge

23. Where a Driver contravenes Article 5, 6, 7, 8, 9, 10, 11, 12, 13 and 27(2) of this Order, the owner shall incur a Penalty Charge as set out in Schedule 1 to this Order.

#### Penalty Charge Notice

24. (1) Where a Driver contravenes Article 23 or a Schedule contained in this Order, a Civil Enforcement Officer may complete a penalty charge notice and attach it to that Vehicle or give such a notice to the person appearing to the Civil Enforcement Officer to be in charge of the Vehicle.  
  
(2) A penalty charge notice fixed to a vehicle shall not be removed or interfered with except by or under the authority of:
  - (a) the Owner, or person in charge, of the Vehicle; or
  - (b) the Council.

#### Payment of Penalty Charges

25. (1) Any Penalty Charge due to the Council under Article 10 shall be paid to the Council in accordance with the instructions contained on the Penalty Charge Notice.  
  
(2) The Penalty Charge referred to in paragraph (1) of this Article shall be reduced to the amount shown in the 'reduced charge' column in Schedule 1 to this order (or such fee as is reasonable from time to time) if paid within a period of 14 days from the day on which the penalty contravention notice was issued.

#### Other Provisions

26. No person shall use any Vehicle, while it is in the Parking Place, in connection with the sale of any article to any person in or near the Parking Place or in connection with the selling or offering for sale of hire of his skill or services and no person shall while a Vehicle is in the Parking Place affix or place thereon any advertisement, unless the owner of the Vehicle has obtained from the Council their consent in writing for such use and observed any conditions contained therein.

#### Suspension of Use of a Parking Place

27. (1) Notwithstanding any of the provisions of this Order the Council may by notice displayed on or near a Parking Place close that Parking Place or any part thereof for any period and may use such Parking Place for any purpose.  
  
(2) No Driver of any Vehicle shall use the Parking Place or that part thereof in the circumstances described in paragraph (1) of this Article without the prior consent in writing of the Council.

THE COMMON SEAL of  
EPPING FOREST DISTRICT COUNCIL  
was hereunto affixed  
this Eighteen day of October 2018



A handwritten signature in black ink, likely belonging to the Attesting Officer.

Attesting Officer  
Acting Chief Executive



**EPHING FOREST DISTRICT COUNCIL  
THE EPPING FOREST DISTRICT (OFF-STREET PARKING) ORDER 2018  
SCHEDULE 1**

**PENALTY CHARGE LEVELS SET IN ACCORDANCE WITH THE CIVIL ENFORCEMENT  
OF PARKING CONTRAVENTIONS (GUIDELINES ON LEVELS OF CHARGES)  
(ENGLAND) ORDER 2007**

Epping Forest District Council (hereinafter referred to as "the Council") has previously given notice of the adoption of the powers of the Council under Schedule 9(9) of the Traffic Management Act 2004 for its Parking Contraventions at Pricing Band 2 as set out in the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.

Parking contravention penalty charges fall into the two following categories, Higher and Lower.

**Higher level contraventions**

<b>Contravention Offence code</b>	<b>Contravention</b>	<b>Penalty Charge</b>	<b>Reduced Penalty Charge</b>
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	£70	£35
85	Parked in a permit bay without clearly displaying a valid permit	£70	£35
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge in the prescribed manner	£70	£35
89	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area	£70	£35
91	Parked in a car park or area not designated for that class of vehicle	£70	£35
92	Parked causing an obstruction	£70	£35

## Schedule 1 Continued

## Lower level contraventions

Contravention Offence code	Contravention	Penalty Charge	Reduced Penalty Charge
73	Parked without payment of the parking charge	£50.00	£25.00
80	Parked for longer than the maximum period permitted	£50.00	£25.00
82	Parked after the expiry of paid for time	£50.00	£25.00
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	£50.00	£25.00
84	Parked with additional payment made to extend the stay beyond time first purchased	£50.00	£25.00
86	Parked beyond the bay markings	£50.00	£25.00
93	Parked in car park when closed	£50.00	£25.00
95	Parked in a parking place for a purpose other than the designated purpose for the parking place	£50.00	£25.00

**EPHING FOREST DISTRICT COUNCIL  
THE EPPING FOREST DISTRICT (OFF-STREET PARKING) ORDER 2018  
SCHEDULE 2**

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge

**Buckhurst Hill**

1. Queens Road (Lower) Car Park, Buckhurst Hill – incorporating the former LUL car park	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Monday to Sunday. (except Bank/Public Holiday) Maximum period of waiting 24 hours. No charge on Saturdays/Sundays in December.	Long stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007
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1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
2. Queens Road Car Park, Buckhurst Hill	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Monday to Sunday. (except Bank/Public Holiday) No charge Saturdays/Sundays in December. Maximum period of waiting 24 hours.	Short stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
3. Land adjoining service road to rear of numbers 27-47 Queens Road, Buckhurst Hill	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	No charging. Maximum period of waiting 2 hours between 0800 and 1800 Mondays to Saturdays (except Bank Holidays).	Nil	Nil

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
4. Victoria Road Car Park, Buckhurst Hill	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time, except between 0200 and 0930, Mondays to Fridays. Any time Bank Holidays  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	No charging. Maximum period of waiting 24 hours.	Nil	Nil



1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
<b>CHIGWELL</b>						
5. Hainault Road Car Park, Chigwell	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	No charging. Maximum period of waiting 24 hours.	Nil	Nil

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
6. Chigwell Row Car Park, Chigwell Row	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	No charging. Maximum period of waiting 24 hours.	Nil	Nil

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
<b>EPPING</b>						
7. Cottis Lane Car Park, Epping	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. solo motor cycles. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	07.30-1800 Monday to Sunday. (except Bank/Public Holiday) No charge Saturdays/Sundays in December. Maximum period of waiting 5 hours.	Cottis Lane Short Stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
8. Bakers Lane Car Park, Epping	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Sunday. (except Bank/Public Holiday)  No charge on Saturdays/Sundays in December. Maximum period of waiting 24 hours.	Combined Stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
9. Epping Sports Centre Car Park (Hemnall Street and Nicholl Road), Epping	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	No charging. Maximum period of waiting 24 hours.	Nil	Nil

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
10. Council Offices Car Park, 323 High Street, Epping	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day any time.  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Sunday. (except Bank/Public Holiday) No charge on Saturdays/Sundays in December. Maximum period of waiting 5 hours.	Council Offices Short Stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007





1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
(b) the access ways to and from the car park and the service area on the north-east, north-west and south-east sides of the car park.	Wholly within marked parking bay	Motor cars without trailers. Motor cycles with or without sidecars. Invalid carriages. Goods Vehicles subject to the provisions of Article 12(f) of this Order.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0830-1730 Monday to Sunday  Maximum period of waiting 24 hours	Resident and Business Parking Permit.	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
12. Church Hill Car Park, Loughton	Wholly within marked parking bays.	Motor cars without trailers. Motor cycles with sidecars. Solo motor cycles. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Monday to Sunday (except Bank/Public Holiday) No charge on Saturdays/Sundays in December. Maximum period of waiting 24 hours.	Long stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
13. The Drive Car Park, Loughton	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Solo motor cycles. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Monday to Sunday (except Bank/Public Holiday) No charge on Saturdays/Sundays in December Maximum period of waiting 24 hours.	Short stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
14. High Beech Road Car Park, Loughton	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Solo motor cycles. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Monday to Sunday (except Bank/Public Holiday)  No charge on Saturdays/Sundays in December Maximum period of waiting 24 hours.	Short stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
15. Old Station Road Car Park, Loughton (Sainsburys Car Park)	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Solo motor cycles Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Sunday (except Bank/Public Holiday) No charge on Saturdays/Sundays in December Maximum period of waiting 24 hours.	Short stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.



1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
16. Oakwood Hill Industrial Estate East, Loughton	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Solo motor cycles. Invalid carriages Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Sunday (except Bank/Public Holiday) No charge on Saturdays/Sundays in December Maximum period of waiting 24 hours.	Short Stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
17. Oakwood Hill Industrial Estate West, Loughton	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Solo motor cycles. Invalid carriages Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Sunday (except Bank/Public Holiday) No charge on Saturdays/Sundays in December Maximum period of waiting 24 hours.	Short Stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
18. Smarts Lane Car Park, Loughton	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Solo motor cycles. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Monday to Sunday (except Bank/Public Holiday) No charge on Saturdays/Sundays in December Maximum period of waiting 24 hours.	Long stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
19. Traps Hill Car park Loughton	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0900 – 1800 Monday–Sunday (except Bank/Public Holiday)  No charge on Saturdays/Sundays in December Maximum period of waiting 24 hours	Combined Stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
20. Vere Road Car Park F and Service Yard, Loughton	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid Carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0830-1730 Monday-Sunday No charge on Saturday/Sundays in December Maximum period of waiting 24 hours.	Short stay, except where a valid Residents Parking Permit or a valid Business Parking Permit or a valid Visitors Parking Permit is displayed	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
21. Vere Road Car Park E and Service Yard, Loughton	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with or without sidecars. Invalid Carriages.. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0830-1730 Monday-Sunday No charge on Saturdays/Sundays in December Maximum period of waiting 24 hours.	Short stay, except where a valid Residents Parking Permit or a valid Business Parking Permit or a valid Visitors Parking Permit is displayed	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
22. The unnamed car park situated on the north-west side of Burton Road, at the rear of Nos. 28 and 30 The Broadway, Loughton.	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid Carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	08.00-1730 Monday- Sunday No charge on Saturdays/Sundays in December Maximum period of waiting 24 hours.	Nil - but subject in all cases to the vehicle displaying either a valid Residents Parking Permit or a valid Business Parking Permit or a valid Visitors Parking Permit	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
23. Burton Road South car park, Loughton	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid Carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	08.00-18.00 Monday-Sunday Maximum period of waiting 24 hours. except Bank/Public Holiday) No charge on Saturdays/Sundays in December. Maximum period of waiting 24 hours	Combined Stay, except where a valid Residents Parking Permit or visitor permit is displayed	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.



1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
24. The four parking areas (A, B, C and D)) adjacent to Torrington Drive, Loughton totalling 32 off- street parking spaces	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid Carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time	10.00-16.00 Monday-Friday (except Bank/Public Holiday)	Nil - but subject in all cases to the vehicle displaying a valid Resident Parking Permit	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
<b>Ongar</b>						
25. Banson's Lane Car Park, Ongar	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4..	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Saturdays (except Bank/Public Holidays or Saturday in December) Maximum period of waiting 24 hours.	Short stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
26. The Pleasance Car Park, Ongar	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Friday (except Bank/Public Holidays and Saturdays in December) Maximum period of waiting 24 hours.	Long stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
27. Sainsburys Car Park, Basons Lane, Ongar	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4..	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Saturdays (except Bank/Public Holidays and Saturdays in December). Maximum period of waiting 24 hours.	Short stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.

Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
<b>ROYDON</b>						
28. Harlow Road Car Park, Roydon	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4..	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	Maximum period of waiting 24 hours.	Nil	Nil

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
<b>WALTHAM ABBEY</b>						
29. Cornmill Car Park, Waltham Abbey	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4..	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Friday (except Bank/Public Holidays and Saturdays in December). Maximum period of waiting 24 hours.	Combined Stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
30. Darby Drive Car Park, Waltham Abbey	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Solo motor cycles. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Friday (except Bank/Public Holidays and Saturdays in December). Maximum period of waiting 24 hours.	Combined Stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
31. Quaker Lane Car Park, Waltham Abbey (Pay and Display Section)	Wholly within marked parking bay in the denoted Pay and Display Section of the Car Park as specified in Schedule four to this order.	Motor cars with or without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Saturdays (except Bank/Public Holidays and Saturdays in December). Maximum period of waiting 24 hours.	Short stay	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.



Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
32. Quaker Lane Car Park, Waltham Abbey (Free Short Stay Section)	Wholly within marked parking bay in the denoted Free Short Stay Section of the Car Park as specified (the area shown bounded by a green line) in Schedule four to this order.	Motor cars with or without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday – Sunday 20:00 – 08:00	0800-1800 Mondays to Saturdays (except Bank/Public Holidays and Saturdays in December). Maximum period of waiting two hours, no return within three hours	None	Pricing Band 2 set out in Schedule 1 to this order and the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007.

1	2	3	4	5	6	7
Name and Location of Parking Place	Position in which vehicle may wait	Classes of Vehicle	Days and Hours of Operation	Charging Hours and Maximum Period of Waiting	Tariff (see schedule 3 for details)	Penalty Charge
33. Waltham Abbey Swimming Pool Car Park (Roundhills)	Wholly within marked parking bay.	Motor cars without trailers. Motor cycles with sidecars. Invalid carriages. Subject in all cases to the vehicle not exceeding 2.1 metres in height during the restricted period shown in column 4.	Any day Any time  Height restriction specified in Column 3 is operational Monday - Sunday 20:00 - 08:00	No charging. Maximum period of waiting 24 hours.	Nil	Nil

**THE EPPING FOREST DISTRICT  
(OFF STREET PARKING PLACES) ORDER 2018**

**SCHEDULE 3**

<b>Car Park</b>		<b>Tariff</b>
Bakers Lane	Epping	Combined Stay
Bansons Lane	Ongar	Short Stay
Burton Road (Pay and Display section)	Loughton	Combined Stay
Burton Road Car Parks C and D	Loughton	Permit holders only
Burton Road South	Loughton	Combined Stay
The access ways to and from the Burton Road car park and the service area on the north-east, north-west and south-east sides of the car park	Loughton	Permit holders only
Civic Offices	Epping	Civic Offices Short Stay
Cornmill	Waltham Abbey	Combined Stay
Cottis Lane	Epping	Cottis Lane Short Stay
Darby Drive	Waltham Abbey	Combined Stay
High Beech Road	Loughton	Short Stay
Oakwood Hill Industrial Estate East	Loughton	Short Stay
Oakwood Hill Industrial Estate West	Loughton	Short Stay
Old Station Road	Loughton	Short Stay
Quaker Lane (B)	Waltham Abbey	Short Stay
Queens Road - Lower	Buckhurst Hill	Long Stay
Queens Road - Upper	Buckhurst Hill	Short Stay
Sainburys Car park	Ongar	Short Stay
Smarts Lane	Loughton	Long Stay
The Drive	Loughton	Short Stay
The Pleasance	Ongar	Long Stay
The 4 parking areas adjacent to Torrington Drive (A, B, C and D)	Loughton	Permit Holders Only*
Traps Hill	Loughton	Combined Stay
Verere Road Car Parks E and F and Service Yard,	Loughton	Short Stay

**Car Parking Charges**

**Charges applying in Short Stay car parks located in Ongar and Waltham Abbey:**

<b>Time Period</b>	<b>Up to thirty minutes</b>	<b>Up to one hour</b>	<b>Up to two hours</b>	<b>Up to three hours</b>	<b>Over three hours</b>
<b>Monday - Friday</b>					
<b>Charge</b>	£0.20	£0.80	£1.60	£3.50	£10.00

**Season Ticket Prices –**

<b>Time Period</b>	<b>1 month</b>	<b>3 months</b>	<b>Annual</b>
<b>Charge</b>	£125.00	£320.00	£1275.00

**Charges applying in Short Stay car parks located in Buckhurst Hill, Epping and Loughton (excluding Cottis Lane and Council Offices):**

Time Period Monday to Saturday	Up to thirty minutes	Up to one hour	Up to two hours	Over 2 hours to end of day charging period	Up to three hours	Over three hours
Charge	£0.20	£0.90	£1.80	N/A	£3.50	£10.00
Sunday						
Charge	N/A	N/A	Free of charge*	£1.00	N/A	N/A

- A pay and display ticket must be obtained from the ticket machine and displayed in the vehicle. Only one free stay parking ticket allowed in a 24 hour period.

**Season Ticket Prices –**

Time Period	1 month	3 months	Annual
Charge	£125.00	£320.00	£1275.00

**Charges applying in Combined Stay car parks located in Ongar and Waltham Abbey:**

Time Period	Up to thirty minutes	Up to one hour	Up to two hours	Over two hours
Charge	£0.20	£0.80	£1.60	£3.50

**Season Ticket Prices**

Time Period	1 month	3 months	Annual
Charge	£50.00	£135.00	£450.00

**Charges applying in Combined Stay car parks located in Epping and Loughton:**

Time Period Monday to Friday	Up to thirty minutes	Up to one hour	Up to two hours	Over two hours
Charge	£0.20	£0.90	£1.80	£3.80
Time Period Saturday and Sunday				
Charge	N/A	N/A	Free of charge*	£1.00

- A pay and display ticket must be obtained from the ticket machine and displayed in the vehicle. Only one free stay parking ticket allowed in a 24 hour period.

**Season Ticket Prices**

Time Period	1 month	3 months	Annual
Charge	£65.00	£190.00	£750.00

### Charges applying in Long Stay car parks in Ongar

Time Period	Up to two hours	Over two hours
Charge	£1.60	£3.50

### Season Ticket Prices

Time Period	1 month	3 months	Annual
Charge	£50.00	£135.00	£450.00

### Charges applying in Long Stay car parks in Buckhurst Hill and Loughton

Time Period Monday to Friday	Up to two hours	Over two hours
Charge	£1.80	£3.80
Time Period Saturday and Sunday		
Charge	Free of charge	£1.00

- A pay and display ticket must be obtained from the ticket machine and displayed in the vehicle. Only one free stay parking ticket allowed in a 24 hour period.

### Season Ticket Prices – Long Stay and Combined Stay

Time Period	1 month	3 months	Annual
Charge	£65.00	£190.00	£750.00

### Charges applying in Cottis Lane car park in Epping

Time Period	Up to 30 minutes	Up to 1 hour	Up to 2 hours	Over 2 hours	Up to 3 hours	Up to 4 hours	Up to 5 hours
Monday to Saturday							
Charge	£0.20	£0.90	£1.80	N/A	£2.30	£3.00	£3.70
Sunday							
Charge	N/A	N/A	Free of charge	£1.00	N/A	N/A	N/A

- A pay and display ticket must be obtained from the ticket machine and displayed in the vehicle. Only one free stay parking ticket allowed in a 24 hour period.

### Charges applying in Civic Offices short stay car park, Epping

Time Period	Up to one hour*	Up to 30 minutes	Up to 1 hour	Over 2 hours	Up to 3 hours	Up to 4 hours	Up to 5 hours
Monday to Friday							
Charge	Free of charge	£0.20	£0.90	£1.80	£2.30	£3.00	£3.70
Saturday and Sundays	Up to one hour	Up to 30 minutes	Up to 2 hours*	Over 2 hours	Up to 3 hours	Up to 4 hours	Up to 5 hours
Charge	N/A	N/A	N/A	£1.00	N/A	N/A	N/A

- A free of charge parking ticket is available for the first hour stay Monday to Friday and the first two hours stay Saturday and Sunday. A pay and display ticket must be obtained from the ticket machine and displayed in the vehicle. The Vehicle Registration Mark must be entered onto the pay and display

machines key pad when obtaining a free of charge ticket. Only one free stay parking ticket allowed in a 24 hour period.

**Residents Parking Permits** (in designated car parks and the access ways to and from the Burton Road car park and the service area on the north-east, north-west and south-east sides of the car park)

	1 <sup>st</sup> Permit	2 <sup>nd</sup> Permit	3 <sup>rd</sup> Permit
<b>Charge</b>	£43.00	£78.00	£100.00

**Business Parking Permits** (in designated car parks) Burton Road Car Park, the Vere Road Car Parks E and F and Service Yards and the Burton Road car parks C and D

	1 <sup>st</sup> Permit (12 months)	2 <sup>nd</sup> and Subsequent Permit (3 months)	2 <sup>nd</sup> and Subsequent Permit (6 months)	2 <sup>nd</sup> and Subsequent Permit (12 months)
<b>Charge</b>	£52.00	£65.00	£190.00	£750.00

**Business Parking Permits in Oakwood Hill East and Oakwood Hill West car parks**

	1 <sup>st</sup> Permit (12 months)	2 <sup>nd</sup> and Subsequent Permit (12 months)
<b>Charge</b>	£48.00	£80

**Resident Permit Parking Permits in Torrington Drive A, B, C and D parking areas** (available to residents in Torrington Drive and Torrington Gardens). A maximum of one valid resident permit per property and a maximum total of 32 permits to be issued at any time.

	1 <sup>st</sup> Permit (12 months)
<b>Charge</b>	£50

